Welcome to the AMC Panel Management Tool User Guide. With this new tool you will be able to easily manage your panel relationships, online, with no delay. TALCB encourages you to read through this document to get a complete understanding of how the tool works, to help keep your business working.

STEP 1:

- First things first, have you registered with our online services in the past? You may have done
 this months or even a year ago when this website was first launched. Do you remember your log
 in information? Save time by using your original log in email and password. If you can't
 remember your password, you can reset it by following the link, "Reset your password here"
 below the password box. If you have registered and remember your password, log in and go to
 step 3.
- If you are a **current** licensee, and **have not registered** on our website before, then you first need to register with the new system. To register, click the "Register Here to set up a User ID in this new system even if you have been a licensee for years!" link at the bottom of the homepage. The email address you register with should be an address that you will ALWAYS have access to.



- **NOTE if you cannot read the "CAPTCHA"** words, click the link that says "Not readable? Get 2 more words" and reset the words as many times as you would like.
- You will then be asked to preview your registration and ensure that the information provided is correct. If it is, click "Save," if it isn't, click "Edit" and you will be taken back to the previous screen to edit your information.

- Once you click "Save" a temporary password will be sent to you via your User ID/email address from TREC/TALCB. Please go to the inbox of that email account and retrieve your temporary password from the email.
- This may take a few minutes. **If you do not get the email**, first check in your spam or junk folder, or scroll down in your inbox and check the time sequence to confirm it was not received earlier.
- You will need to **return to the registration home page**, click "Return" which will take you back to the homepage, or return to the homepage via this web address: https://mylicense.state.tx.us and log-on.

To log-on, type both your user name and password and click "Log On." The first time you log-on, you will use the temporary password that was sent to you in the email from TREC/TALCB.



The system will then prompt you to give yourself a new password. Fill out the fields and click "Save."

You have completed registering and creating a username and password with TREC/TALCB.

 NOTE – KEEP YOUR USER ID AND PASSWORD! – This user ID and password are needed to log in every time you want to use our online services. DO NOT lose this information.

STEP 2

If this is your first time logging in to "My License Online Services" you will need to add your license to your account. The system will guide you through a three step process to help find your license information. Once you have confirmed your license information you will access the "Quick Start Menu."

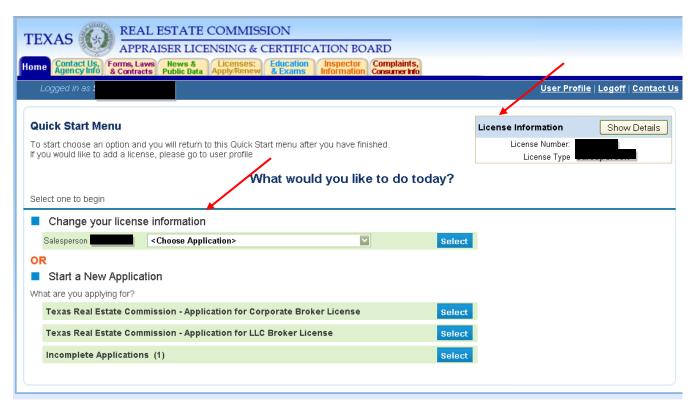
If you have already registered and added your license to your account you will access the "Quick Start Menu" automatically.

STEP 3

Welcome to the TREC/TALCB Online Services Main Menu! Please take a moment to familiarize yourself with a few features of the new main menu:

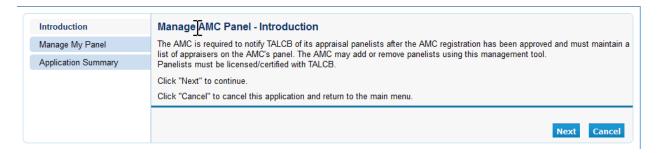
- 1. **The user profile.** This will give you access to update your user ID and password. This also allows you to add an existing license to your account.
- 2. **Contact Us.** This will allow you to easily send an email to us from within the system with an inquiry about your license. Please remember to include your license number when emailing the agency.
- 3. License Information. Allows you to see what TREC/TALCB has on record for your license.
- 4. Change your license information. This drop down menu gives you several options depending on your license. From here you can manage your panel, including inviting new panelists and removing panelists.
- 5. **Start a new application.** This will show you all of the applications that are available to new applicants. This feature is NOT for a license renewal.
- 6. **Incomplete Application.** This will appear when you have begun an application but did not complete it.

NOTE: "It's time to renew!" will appear on your main menu within 90 days of your license expiring. If you are not within your renewal period, this option will not be available.

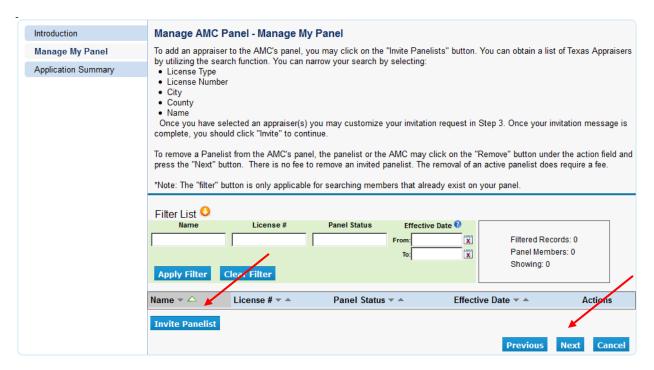


STEP 4

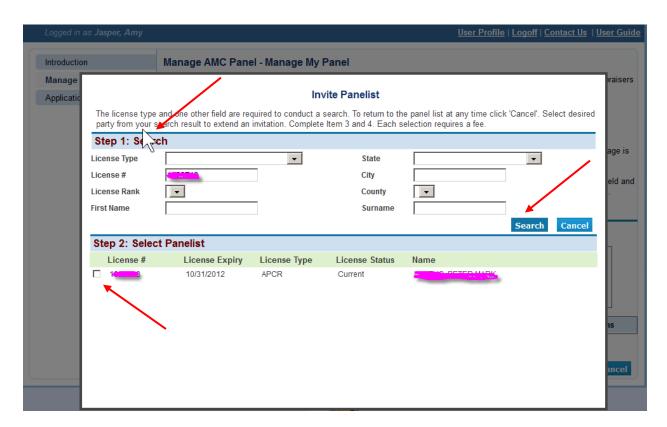
- After selecting "Manage My Panel" from the drop down menu click select.
- Click next to continue to the Panel Management Tool after reading the introductions.



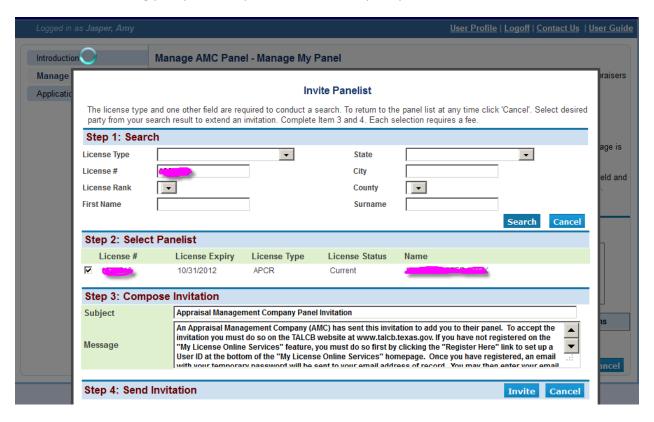
• On the "manage My Panel Page" you can access your current list of panelists and invite new panelists. To invite new panelists, click "Invite Panelist"



- Once the text box opens, enter your search criteria. Click "Search".
- After the search is complete, select your panelist. Click "Invite" button.



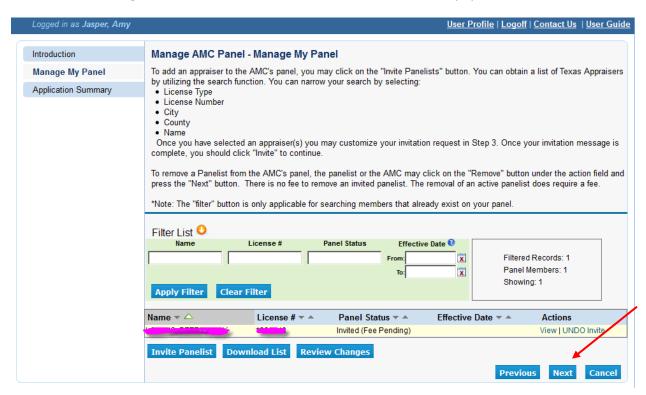
• After selecting your preferred panel members compose your invitation and click "Invite".



NOTE: The invitations will not be sent to panel members until payment is received by the agency. Payment for inviting the panelist can be made after clicking "Invite".

STEP 4:

• After clicking invite, select next to continue to attenstation before payment.

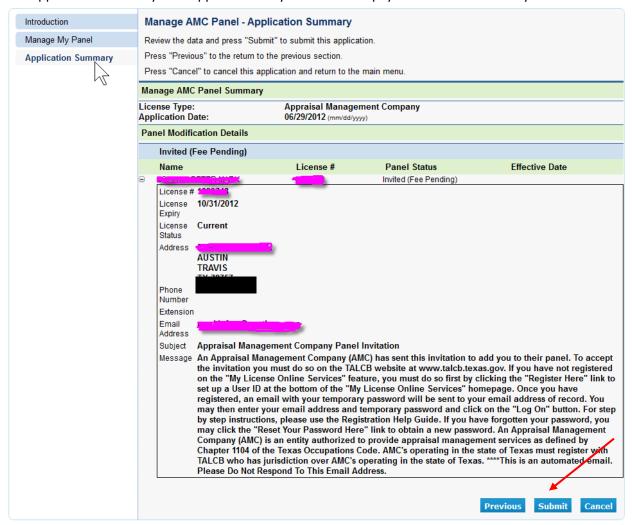


• NOTE: Repeat steps to invite multiple panelists in a single application to avoid having to make multiple \$10.30 payments. Pay at one time after creating invitations for all panelists.

STEP 5:

• Manage AMC Panel – Attestation, select "yes" and then click next to continue to payment.

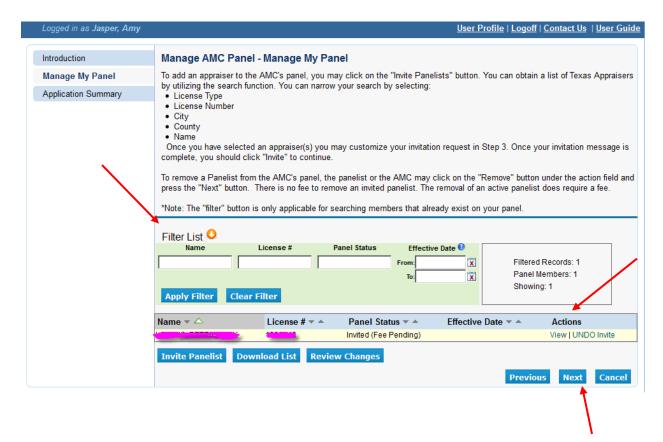
• An "Application Summary" will appear before you submit the payment. Review carefully.



Press the "Submit" button to complete the payment process. Once the payment is submitted
you will receive confirmation via email that payment has been completed.

STEP 6:

- After making payment, you can log in, select manage my panel, and manage current panel relationships.
- You can filter your panel members, and search by license number.
- Select under "Actions", remove, view, undo invite.



Thank you for using the new AMC Panel Management Tool on TALCB's "My License Online Services". This tool is designed to help you manage your business in an easy way. If you have any additional questions, please contact TALCB at information@talcb.texas.gov or by phone 512-936-3001.